

Child and Adult Care Food Program (CACFP) Annual Budget Instructions for Sponsors of Homes

A. Administrative Budget for the CACFP In Day Care Homes

1. Annual Budget

- a. **Budget** – Indicate the number of homes the upcoming year's budget is based on and using the current rates of reimbursement, complete the chart to determine the amount to be budgeted. If the number of homes is based on more than the number of current homes, submit the additional information requested.
- b. **Audit Requirements** – If the agency received and spent over \$500,000 in federal financial assistance in the prior fiscal year an A133 audit is required. Indicate the date of the last financial audit and the firm doing the audit. If the agency did not receive and expend over \$500,000 in federal financial assistance, the agency is exempt from audit. Mark the appropriate box and complete this section if an audit is required. The Child and Adult Care Food Program may provide some audit reimbursement for the child nutrition portion of an audit pending availability of federal funds. This request for reimbursement may be made to Child and Adult Nutrition Services **prior** to the audit. Prior agreement to the cost will be necessary.
- c. **Multi-Purpose Organizations** – All sponsors of home must answer this question. If “no” you may mark the box and move to the next question. If yes, you must describe in detail the way the agency will break down the costs and charge the costs to the specific programs. You may contact our office if you need assistance with what you are required to report on this page.
- d. **Resource Allocation for Monitoring Duties** – The state agency has the responsibility of ensuring that the local agency is allocating sufficient resources to the monitoring duties. All costs related to monitoring. This would include items such as salaries, supplies, mileage, meals, lodging, etc. When calculating the salaries, make sure to only include the time spent on monitoring duties. These duties would include conducting the actual reviews and all travel involved for the reviews, any correspondence with the site in relation to the findings on the review, etc.
- e. **Budget Worksheets** – This section must be completed by all sponsors of homes. If you have questions about what is needed in each category beyond the instructions on the application, contact our office.

B. Local Agency Signatures – Complete and sign the last page of the document.